

3 May 1976

MEMORANDUM FOR: Director of Personnel

FROM : [REDACTED] Executive Officer
Deputy Director for Administration STATINTL

SUBJECT : DCI Memo to the Management Advisory Group

1. Attached is a 28 April 1976 memorandum from the Director to the Management Advisory Group commenting on their concerns about certain matters. Most items relate to the Office of Personnel. Mr. Bush makes the following requests:

a. Morale: The Office of Personnel develop a survey directed at the mid-level Agency supervisors who are very close to the employee work situation.

b. Fitness Report Evaluations: An Agency-wide notice be prepared on the "philosophy of Fitness Reports, as well as the necessity for strict adherence to definitions provided on the report form and for objective narrative." (This relates to the 11 March 1976 memorandum to the DDA, Subject: Fitness Report Evaluation.) Incidentally, the Office of Training is being asked to include guidance on the preparation of fitness reports in each management course.

c. CIARDS: More time be given to provide a definitive reaction to the MAG paper.

He mentions to MAG that the authors of Employee Bulletin No. 498 on Changes in the UBLIC Insurance Plan have been thanked.

2. Would you please take appropriate action regarding the survey on morale and preparation of an Agency-wide notice on fitness reports.

[REDACTED] STATINTL

Attachment